

CITY OF HAYWARD

WATER POLLUTION CONTROL ADMINISTRATOR

DEFINITION

To administer the City's wastewater pre-treatment and stormwater pollution control programs in compliance with established Federal and State regulatory standards and permit requirements.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Deputy Director of Public Works (Utilities). Responsibilities include direct supervision of Wastewater Source Control Inspectors, other related field personnel and clerical support.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Administer, monitor and control wastewater and stormwater discharge programs pursuant to Environmental Protection Agency (EPA) regulations.
2. Develop, administer and maintain an action plan that details methods to be used to study and evaluate pollution in the City's storm drainage.
3. Implement a Non-Point Source Evaluation Program that examines the level and source of pollution in stormwater and develops control strategies for pollution reduction.
4. Develop and administer an Urban Runoff Management Program.
5. Conduct field screening, sampling, testing and analysis of flood control channels and storm drains pursuant to the National Pollution Discharge Elimination System (NPDES) permit application requirements.
6. Develop a storm drainage enterprise which addresses EPA stormwater control requirements and identify program financing sources.
7. Prepare, review and submit periodic reports on the status of the City's wastewater and stormwater discharge program.
8. Conduct inspections and field investigations to insure compliance with the City's pollution source control programs.

EXAMPLE OF DUTIES (continued)

9. Administer violation notices and citations program.
10. Coordinate with the City Attorney, Fire Department and other appropriate City departments in the initiation of enforcement actions against any industrial user.
11. Testify during enforcement hearings and legal proceedings concerning industrial waste compliance issues.
12. Meet with individual industrial and citizen groups to resolve industrial waste issues.
13. Supervise, evaluate and train Source Control Inspectors, other field personnel and clerical support.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of scientific and environmental principles, practices and methods related to wastewater control.
- B. Knowledge of procedural requirements for conducting environmental investigations and studies.
- C. Knowledge of federal, state and local rules, regulations and standards governing wastewater and water quality.
- D. Knowledge of inspection methods, sample analysis and testing procedures.
- E. Ability to train, supervise and evaluate technical field inspectors.
- F. Ability to interpret state and federal regulations, codes and standards.
- G. Ability to prepare clear, concise and complete technical reports and correspondence.
- H. Ability to make effective oral reports and presentations.
- I. Ability to deal tactfully and effectively with the public, representatives of industrial and commercial firms and fellow employees.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years experience in the water pollution control field, including two years supervisory experience.

Education:

Equivalent to a Bachelors Degree from an accredited college or university with a major in engineering, chemistry, environmental studies or related field.

License:

Possession of a valid Class III California Drivers License.

PROBATIONARY PERIOD: One year

769CS90

June 1990

AAP GROUP: 2

FPPC STATUS:

FLSA STATUS: Exempt

MLC:ns